

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **MOTOR VEHICLE REPRESENTATIVE I**

Jurisdictional Class: **Competitive**
Date Adopted: **5/11/87**
Date Revised: **3/31/95; 6/08 SR**
Jurisdictions: **County**
Union Status: **CSEA**
Pay Grade: **10**

DISTINGUISHING FEATURES OF THE CLASS: While performing all duties of a Motor Vehicle Clerk, this position will be more regularly involved with cashier accountability and Motor Vehicle/Department of Taxation and Finance laws. Due to periodic and unforeseen changes by the NYS Department of Motor Vehicles, occupants in this position will be required, if necessary, to perform any work needed to keep the Motor Vehicle Office operating. In addition, the Motor Vehicle Representative I may occasionally be required to work in the County Clerk's Office. Work is performed under supervision of the County Clerk and Motor Vehicle Representative Supervisor. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Answers telephone calls from the public;
Answers questions and provides information to the public at the DMV window;
Processes all licenses, non-driver I.D.'s, and registrations;
Sends out forms and informational letters;
Processes motor vehicle transactions for ownership, sales tax, insurance and inspection certificates;
Reviews and processes applications for all types of licenses, registrations, and learner permits;
Computes, reviews and accounts for licenses and registrations and sales tax fees;
Administers vision, written and road sign tests, and makes road test appointments;
Handles transactions involving license plate forms, stickers and documents;
Processes dealer registration and mail transactions, and assists in compilation of receipts;
Operates machine for official photographs and Image Capture Only work;
Processes financial security transactions;
Verifies all transactions on registration, title, sales and county tax collection;
Completes a Cashier Daily Report.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Ability to understand and implement State Motor Vehicle and Sales Tax Law; working knowledge of arithmetic; ability to understand and communicate in English; ability to operate computer terminal (host up, backup, temporary modes); ability to act courteously and politely to co-workers and members of the public.

PROMOTIONAL QUALIFICATIONS:

Twelve months (12) of experience as a Motor Vehicle Clerk within a New York State Department of Motor Vehicle Office.

NOTE: Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT.

SPECIAL REQUIREMENTS:

No employee or agent of the Department of Motor Vehicles shall be involved in the issuance of an enhanced drivers license or non-driver identification card, pursuant to section 503(2)(f-1) or 491(2) of the Vehicle and

Last Reviewed: n/a
Last Updated: 06/08
Reviewed By: n/a
Last Reallocated: n/a

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Traffic Law, unless such employee or agent: 1) is a United States citizen, and 2) has undergone a State and FBI fingerprint based criminal history background check, as required under an agreement between the Department of Motor Vehicles and the federal Department of Homeland Security, entered into pursuant to 8 CFR 235.1 and section 7209 of the intelligence reform and terrorism prevention act of two thousand four, public law 108-458, and such search indicates that such employee or agent has not been convicted of, or charged with, a disqualifying offense as set forth in 49 CFR 1572.103.

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